

State Safety Officer Certification Course

Title: Analyzing Accident Reports

Exercise #3

Standard: NFPA 1521 5.6.2 2009 Edition The Health and Safety Officer shall identify and analyze health and safety hazards and shall develop corrective actions to deal with those hazards.

Purpose: Students to determine the best course of action for addressing safety issues in the fire service from analyzing past departmental injury and accident reports.

Instructor Instruction: The students shall perform the exercise on their own time. Instructors shall set the time when the students must submit their work. The students shall receive appropriate amount of time to complete the exercise. The instructor shall use the Exercise #3 evaluation form to grade the students work.

Student Instruction: The student shall analyze scenarios and makes recommendations involving accidents, injuries, illnesses, fatalities, and exposures. Students shall analyze the information contained in the scenario and employee accident reports, form 104. Determine the best course of action to take that will assist in the prevention of further injuries.

The Post Incident Analysis shall include:

- Cost/benefit analysis – Is based upon the relationship between the effort (cost) and the result (benefit).
- Process analysis – Involves looking at each step in the process and determining the best way to accomplish it.
- Policy analysis – Is utilized when current policies are analyzed for effectiveness and enforcement.
- Needs analysis – Conducted to determine the type of service that an organization is currently delivering and compare them to the services that the community desires.
- Risk analysis – Determine the likelihood of an event occurring. The risks defined in terms of type, location, frequency, and severity.

Once analysis is completed, the student shall prepare a memo to their chief providing the following information.

The memo shall contain the following findings from the Post Incident Analyze:

Any recurring problem resulting in injury

Any action recommendations to prevent future injuries.

Student's report:

- The material is submitted electronically to the Instructor, either by email or data transmitting instrument.
- Material is to be setup as an official departmental document directed to their Fire Chief.

Materials Needed:

Exercise #3 (PDF file)

Student's department policies and procedures

Student's department Risk Management Plan